Date: 10/06/2004

MEMORANDUM FOR: ITA OHRM Staff

Subject: Job Analysis Template
          (File code 338)

The attached SOP job analysis template will be used as a tool in developing sound analysis for all vacancy announcements generated.

Job analysis is information about a position to be filled that helps to identify the major job requirements and links them to skills, education, training, etc., needed to successfully perform the duties of that job. The purpose of the job analysis is to identify the experience, education, training, and other qualifying factors, possessed by candidates who have the potential to be the best performers of the job to be filled.

There are two key elements of a job analysis:

1. Identification of major job requirements which are the most important duties and responsibilities of the position to be filled. They are the main purpose or primary reasons the position exists. The primary source of major job requirements is the most current, official position description.

2. Identification of knowledge, skills and abilities (KSAs) required to accomplish major job requirements. The goal of KSAs is to identify those candidates who are potentially the best qualified to perform the position to be filled. Source documents to identify KSAs may be the position description, Office of Personnel Management qualification standards and job classification standards.

Doris W. Brown
Human Resources Officer

e-Attachment

ITA – OHRM
JOB Analysis Worksheet/ACES Record

Job Title, Series, Grade(s): _____

Vacancy Location: _____

DUTIES	KSAs	Questions	Question Type	Question Weight	Mandatory screen out YES NO
What are the four to five major duties to be performed on this job?	For each duty, what KSA's are required to perform this?	Please list questions related to the KSA.	(Y/N, T/F, AA, MC, MC/MA, LA, SA)	Use a point Scale of 100	

DUTIES	KSAs	Questions	Question Type	Question Weight	Mandatory screen out YES NO

Human Resources Specialist's signature/ID: _____ (DATE)_____

Subject Matter Expert's signature/ID: _____ (DATE)_____

Sources used - check those that apply: ____PD, ____ SME ___OPM ___"Q" Library, Extra Weight for element #'s_____